



CITY OF BARABOO COMMON COUNCIL AGENDA

Tuesday, January 23, 2024, 7:00 p.m.

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

	Pages
1. CALL TO ORDER	
2. ROLL CALL AND PLEDGE OF ALLEGIANCE	
3. APPROVAL OF PREVIOUS MINUTES (Voice Vote) January 10, 2024	3
4. APPROVAL OF AGENDA (Voice Vote)	
5. COMPLIANCE WITH OPEN MEETING LAW NOTED	
6. PRESENTATIONS <ul style="list-style-type: none">M. Hardy will present the Campbell Park Master Plan.	
7. PUBLIC HEARINGS The Mayor will announce that this is the published date and time to hear public comment regarding: <ul style="list-style-type: none">Sanitary Sewer Lateral Replacements for properties on STH 33/8th St/8th Ave (between Lincoln & Westerly City Limit).	13
8. PUBLIC INVITED TO SPEAK <i>(Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)</i>	
9. MAYOR'S BUSINESS <ul style="list-style-type: none">The Grand Opening and Open House at the Carnegie-Schadde Memorial Library is Saturday, January 27th from 10:00am to Noon, followed by the "Next Chapter Gala" at 6:00pm.Please join us on Tuesday, January 30th between 5:30pm and 7:00pm at the Carnegie-Schadde Memorial Public Library for a community meet and greet with the City Administrator finalists.The Mayor would like to congratulate Timothy Klemm on his retirement from the City of Baraboo Water Department. Congratulations!Congratulations to the Baraboo Community Heroes for their selection as Nonprofit of the Year by Do Good Wisconsin!	
10. CONSENT AGENDA <i>(Roll Call)</i>	
10.1 Accounts Payable Approve the Accounts Payable to be paid in the amount of \$	14
11. ORDINANCES ON 2nd READING	
11.1 Lead Service Line Replacement Loan Program Consider establishing a loan program for property owners to replace their	15

private lead service lines.

12. NEW BUSINESS- RESOLUTIONS

12.1 Liquor License Application, SQRL Service Stations, LLC 18
Consider a "Class A" Combination Liquor License for SQRL Service Stations, LLC, d/b/a SQRL Service Station, Store #707, 516 Ash Street. (Zeman/Sinden)

12.2 Baraboo School District, School Resource Officer 19
Consider approving a Memorandum of Understanding (MOU) with Baraboo School District for the School Resource Officers (SRO). (Cannon)

13. NEW BUSINESS ORDINANCES

None Scheduled.

14. COMMITTEE OF THE WHOLE

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the following:

- Review the schedule for the City Administrator Candidate visits on January 30th & January 31st.

Moved by _____, seconded by _____, to rise and report from Committee of the Whole and return to regular session. *(Roll Call)*

15. ADMINISTRATOR AND COUNCIL COMMENTS

(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)

16. REPORTS, PETITIONS, AND CORRESPONDENCE

28

The City acknowledges receipt and distribution of the following:

Reports: December, 2023 Building Inspection & Treasurer

Copies of meeting minutes included in this packet:

Finance.....12-12-2023

Public Safety....10-30-2023

17. ADJOURNMENT (Voice Vote)

PLEASE TAKE NOTICE- Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Common Council Meeting Minutes**January 10, 2024, 7:00 p.m.****Council Chambers, 101 South Blvd., Baraboo, Wisconsin**

Members Present: Kolb, Hazard, Kent, Petty, Ellington, Sloan, Kierzek, Thurow, Olson

Others Present: Chief Sinden, Interim City Administrators P. Cannon & T. Pinion, Clerk Zeman, J. Ostrander, members of the press and others.

1. CALL TO ORDER

Mayor Nelson called the meeting to order at 7:00pm.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

3. APPROVAL OF PREVIOUS MINUTES (Voice Vote)

Moved by: Ellington

Seconded by: Kolb

Motion: CARRIED

4. APPROVAL OF AGENDA (Voice Vote)

Moved by: Petty

Seconded by: Hazard

Motion: CARRIED

5. COMPLIANCE WITH OPEN MEETING LAW NOTED**6. PRESENTATIONS**

Chief Sinden presented a Police Chief's Award to Detective Brian Voltz.

7. PUBLIC HEARINGS

None Scheduled.

8. PUBLIC INVITED TO SPEAK

No one spoke.

9. MAYOR'S BUSINESS

- The following nomination paperwork has been submitted to the City Clerk for the Spring Election:
 - Alderperson, District 2: Steve Hause & Nicole Kruschel
 - Alderperson, District 5: Andrea Lombard
 - Alderperson, District 8: Heather Kierzek & Russell Schider
 - Mayor: Rob Nelson & Michael Plautz
- City Offices will be closed on Monday, January 15, 2024 in observance of Martin Luther King, Jr. Day.

10. CONSENT AGENDA

Moved by: Petty

Seconded by: Kolb

Motion: CARRIED (9 to 0)

10.1 Accounts Payable**Resolution No: 2024-01**

THAT the Accounts Payable, in the amount of \$ 8,852,807.83 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

10.2 Temporary Liquor Licenses**Resolution No: 2024-02**

THAT the City Clerk be authorized to issue the following Picnic Licenses:

- Joseph Catholic Parish, Trivia by Pat, 01-27-2024
- Friends of the Carnegie-Schadde Memorial Public Library, Next Chapter Gala, 01-27-2024

11. ORDINANCES ON 2nd READING

11.1 Parking Lot, West Square Building

Moved by: Thurow

Seconded by: Ellington

Motion to approve the 2nd reading of **Ordinance No. 2624** creating Section 7.09(21) authorizing the City to enforce the parking restrictions as agreed upon in the Parking Lot Sale Agreement for the parking lot located behind the Sauk County West Square Building.

12. NEW BUSINESS- RESOLUTIONS

12.1 Line of Credit, Community First Bank TIF #11 Draw

Resolution No: 2024-03

Moved by: Thurow

Seconded by: Ellington

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the City resolves to make the sixth draw of \$618,589.17 from the line of credit with the Community First Bank on Thursday January 11th, 2024, for TID #11.

Motion: CARRIED (9 to 0)

12.2 Community Development Authority (CDA) & City Management Services

Resolution No: 2024-04

Moved by: Petty

Seconded by: Ellington

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Co-Interim City Administrator and the City Clerk are hereby authorized to execute on behalf of the City an Agreement between the City of Baraboo, the Baraboo Community Development Authority ("CDA") and Patrick Cannon for a three year period, beginning January 1, 2024 and expiring December 31, 2026, with a compensation rate of \$7910.32/month to be split between the City and the CDA, contingent upon the CDA also executing the same Agreement.

Motion: CARRIED (9 to 0)

12.3 Operator's License

Resolution No: 2024-05

Moved by: Hazard

Seconded by: Thurow

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, the Common Council has reviewed the reports and recommendations of Police Chief Sinden and the City's Administrative Committee regarding the Tavern Operator License application filed with the City by Jacqueline Alwin, and

NOW, THEREFORE, BE IT RESOLVED, that the Common Council approve Jacqueline Alwin's Conditional Operator's License with the condition that there are no alcohol license related offenses within the term of this license.

Motion: CARRIED (9 to 0)

12.4 Design Contract, Baraboo Area Fire & EMS District Stations

Resolution No: 2024-06

Moved by: Sloan

Seconded by: Petty

WHEREAS, on June 12, 2022, the City Council approved an AIA B101 - 2017, Standard Form of Agreement Between Owner and Architect with Five Bugles Design, a niche service

under the Wendel Companies umbrella, for the Planning and Design Services for a new Fire/EMS Building;

AND WHEREAS, The original Agreement provided compensation to the Architect on a percentage-based fee of 6.50% if cost of the work was at or under \$13 Million or 6.00% if the cost is above \$13 Million, not inclusive of reimbursables;

AND WHEREAS, The scope of the project has since expanded at the Council's direction to include two separate buildings with a combined estimated Construction Cost of \$19.3 Million and estimated Total Project Cost of \$25 Million;

AND WHEREAS, The Co-Interim City Administrators have worked with the Architect to prepare and amend to the original Agreement to accurately reflect the expanded scope of the project.

NOW, THEREFORE, BE IT RESOLVED the Co-Interim City Administrators and City Clerk are authorized to execute the attached AIA G802-2017, Amendment to the Professional Services Agreement between Owner and Architect for Planning and Design Services for the Baraboo Area Fire & EMS Stations 1 & 2.

Motion: CARRIED (9 to 0)

12.5 Wisconsin Power & Light Easement

Resolution No: 2024-07

Moved by: Thurow

Seconded by: Ellington

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That a 20-foot wide x 176 feet long easement along the west line of the southerly end of Steinhurst Park, part of Tax Parcel No. 206-0655-00000, north of 12th Street for underground electric and underground communication line facilities is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Motion: CARRIED (9 to 0)

12.6 Wisconsin Professional Police Association (WPPA) Agreement

Resolution No: 2024-08

Moved by: Hazard

Seconded by: Petty

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

The Common Council hereby authorizes the Interim City Administrator and the City Clerk to execute the three-year WPPA contract agreement for fiscal years 2024, 2025, and 2026 as presented.

Motion: CARRIED (9 to 0)

13. NEW BUSINESS ORDINANCES

13.1 Lead Service Line Replacement Loan Program

Moved by: Kent

Seconded by: Petty

Motion to approve the 1st reading of **Ordinance No. 2625** creating Section 13.19 of the Baraboo Municipal Code of Ordinances.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN AS FOLLOWS:

1. Section 13.19 of the Baraboo Municipal Code of Ordinances is hereby created as follows:

13.19 LEAD SERVICE LINE REPLACEMENT

(1) INTENT and PURPOSE. The Common Council finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead service lines in use within and attached to the City water system, and, to that end, declares the purposes of this section to be as follows:

(a) To ensure that the water quality at every tap of a City water customer meets the water quality standards specified under federal and state law;

- (b) To reduce the lead in City drinking water to meet the Environmental Protection Agency standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
 - (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead service pipes and the consequent buildup of mineral deposits inside those lead pipes.
- (2) DEFINITIONS. Definitions of terms used in this section are provided below:
- (a) "City water system" means the water supply system owned by and located within the City.
 - (b) "Customer service line" means the portion of a water service line that extends from the outlet of the curb stop to the inlet of a customer's water meter.
 - (c) "Lead service line" means (i) all or a portion of a water service line constructed of lead, and/or (ii) all or a portion of a water service line constructed of galvanized iron that is or was connected to a water service line constructed of lead. The term includes both customer service lines and utility service lines.
 - (d) "Utility" means the Baraboo Water Utility.
 - (e) "Utility service line" means the portion of a water service line from the water main to the outlet of the curb stop, including the curb stop, but not the outlet joint of the curb stop.
 - (f) "Water service line" means the service line that extends from the water main to a customer's water meter.
- (3) IDENTIFICATION OF LEAD SERVICE LINES
- (a) The Utility shall create and maintain a record of the location of all identified lead service lines in the City.
 - (b) Utility representatives shall have the right, upon the presentation of credentials, to request to enter a property connected to the City water system at any reasonable time and inspect that property's customer service line. Any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system shall allow the Utility to inspect the customer service line. If entry is refused, the Utility shall obtain a special inspection warrant under Wis. Stats. §66.0119.
 - (c) The Utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system if that property has been inspected and determined to have a lead service line.
- (4) LEAD SERVICE LINE REPLACEMENT REQUIREMENT.
- (a) All existing lead service lines that are connected to the City water system must be replaced with water service lines constructed of materials approved by the City.
 - (b) Existing lead service lines that are connected to City water mains or Utility service lines that will be replaced or reconstructed as part of a City construction project must be replaced in conjunction with that City construction project. No lead service lines shall be reconnected to a City water main or a Utility service line that was replaced or reconstructed.
 - (c) Existing lead service lines that develop a leak or otherwise need repair may not be repaired but must be replaced.
 - (d) Other lead service lines shall be replaced in accordance with a schedule developed by the Utility. The schedule shall be developed to eliminate all lead service lines in the City by October 1, 2036.
 - (e) Property owners shall replace their customer service lines that meet the definition of a lead service line according to the schedule developed by the Utility. The City or Utility or both may issue citations and penalties prescribed by City ordinance on a property owner that fails to replace their customer service line that meet the definition of a lead service line as required by the schedule.
- (5) FINANCIAL RESPONSIBILITY AND ASSISTANCE.

- (a) A property owner shall be responsible for the cost of replacing the portion of a lead service line that is a customer service line that serves their property. The Utility shall be responsible for the cost of replacing all lead service lines that are Utility service lines.
- (b) The City may establish a program to provide financial assistance to property owners replacing lead service lines.

(6) PRIVATE LEAD SERVICE LINE REPLACEMENT FINANCING

- (a) **PURPOSE.** *The Common Council finds that the replacement of public and private lead service lines protects public health and promotes the general welfare of City residents. The purpose of this section is to facilitate loans to property owners to replace private lead service lines by treating principal and interest repayments, fees and other charges for these loans as special charges eligible for inclusion on the tax bill for these properties.*

- (b) **DEFINITIONS.**

1. *"Annual installment" means the portion of the private LSL replacement loan amount that is due for a particular year under the private LSL replacement loan agreement.*
 2. *"Borrower" means a property owner who enters into a private LSL replacement loan agreement with the City to fund the replacement of a private lead service line on the borrower's property.*
 3. *"Loan agreement" means a written agreement among a borrower and the City as provided in subsection 4.*
 4. *"Loan amount" means the amount of principal, interest, administrative fees, and other loan charges under the loan agreement to be paid by the borrower under the private LSL replacement loan.*
 5. *"LSL" means lead service line.*
 6. *"Private LSL replacement loan" means a loan made by the City to a borrower under this section for the replacement of a private lead service line on a subject property.*
 7. *"Private LSL" means a customer-side water service line, as defined in Wis. Stat. s. 196.372(1)(a), constructed of lead or constructed of galvanized iron that is or was connected to a water service line constructed of lead.*
 8. *"Subject property" means any property on which a private lead service line replacement has been made and financed through an outstanding private LSL replacement loan.*
- (c) **LOAN APPLICATION AND APPROVAL.** *A prospective borrower applying for a private LSL replacement loan must comply with the loan application process established by the City. The City will review and determine whether to approve the loan application.*
 - (d) **LOAN AGREEMENT.** *The City and the borrower must execute a loan agreement which at a minimum:*

1. *Sets forth the total loan amount, the annual interest rate on the loan, the loan term, the amount of each annual installment, and any applicable City fee.*
2. *Informs the borrower that the loan amount shall be considered a special charge, and each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge and be a lien against the subject property pursuant to s. 66.0627, Wis. Stats., as amended.*
- (e) *PRIVATE LSL REPLACEMENT LOAN AS SPECIAL CHARGE. A private LSL replacement loan shall be considered a special charge and lien on the subject property. Each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge pursuant to s. 66.0627, Wis. Stats., as amended.*
- (f) *COLLECTION OF SPECIAL CHARGES. The City shall follow its customary practice in collecting special charges placed on the tax rolls, including assessing penalties and charging interest, and initiating foreclosure proceedings where appropriate.*
- (g) *SEGREGATED FUND. Special charges collected for private LSL replacement loan repayments shall be placed in a segregated fund and disbursed in accordance with the requirements of the City's funding sources.*
- (h) *RECORD KEEPING. The City shall keep an accounting of private LSL replacement loans and payments received by the City and provide borrowers with that information upon request.*
- (i) *ADMINISTRATION FEE. The City may establish a reasonable fee to charge a borrower for administering a private LSL replacement loan and include this fee in the loan agreement.*
- (7) **AUTHORITY TO DISCONTINUE SERVICE.** As an alternative or in addition to any other methods provided for obtaining compliance with this section, the Utility may, after giving at least sixty (60) days' notice, discontinue water service to a property served by a customer service line that meets the definition of a lead service line provided the property owner has first been given reasonable opportunity to make the required replacement.
2. This Ordinance shall take effect upon passage and publication as provided by law.

Motion: CARRIED (9 to 0)

14. ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Petty thanked staff for their hard work during this last week's snow storm.

Ald. Thurow agreed, thank you staff.

15. REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

Reports: November, 2023 - Treasurer

Copies of meeting minutes included in this packet:

Finance/Personnel Committee Meeting Minutes

November 28, 2023, 5:30 p.m.

City Hall, Committee Room #205

101 South Blvd., Baraboo, WI 53913

Members Present: Petty, Kent, Sloan
Others Present: Mayor Nelson, Interim City Administrators P. Cannon & T. Pinion, Clerk Zeman, J. Ostrander, W. Peterson, D. Olson

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 5:30pm.

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of November 14, 2023

Moved by: Petty

Seconded by: Kent

CARRIED (3 to 0)

1.d Approve Agenda

Moved by: Kent

Seconded by: Petty

CARRIED (3 to 0)

2. Action Items

2.a Accounts Payable

Moved by: Petty

Seconded by: Kent

Recommend to Common Council on paying \$335,134.14

CARRIED (3 to 0)

2.b Uncollectible Accounts

J. Ostrander noted that majority of these accounts are medical transports and are uncollectible.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve writing off uncollectible accounts.

CARRIED (3 to 0)

2.c Tax Incremental Finance (TIF)

The committee reviewed the Tax Incremental Finance Fund budgets. There were no questions or concerns.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the 2024 Tax Incremental Finance Fund Budgets for the City's Tax Incremental Districts for a total of \$2,808,891.00.

CARRIED (3 to 0)

2.d 2024 Budget Approvals

The committee reviewed the budgets, the BID Assessments, and the Tax Levy. There were no questions or concerns.

J. Ostrander noted that the levy increase equates to \$4.88 per \$100,000 of property value. This is an increase of approximately half a percent from last year.

She also noted that, per our fund balance policy, we did not have any available funds above the 25%. We have met our goals and balanced the budget.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the following 2024 Budgets:

1. Community Development Authority 2024 Budget:

a. Donahue Terrace Apartments	\$ 407,000
b. Corson Square Apartments	\$ 359,500
c. City Admin Building Fund	\$ 510,390
d. Community Dev. Block Grant	\$ 29,200
e. Facade Improvement	\$ 20,000
f. Revolving Economic Dev.	\$ 6,000
g. Library Building Fund	\$ 6,917,910
h. Fire/EMS Building Fund	\$13,135,000
i. Capital Catalyst	\$ 500.00

2. Water Utility Budget of \$2,486,236.00
3. Sanitary Sewer Utility Budget of \$1,746,834.00
4. Stormwater Utility Budget of \$619,511.00
5. Funds with sources of revenue other than levy:

Taxi (Fund 230)	Street Lighting (Fund 240)
Park Impact/Development (Fund 250)	Library Impact Fees (Fund 251)
Police Impact Fees	Fire Impact Fees
Lead Service Grant	Library Operating
Carbon Reduction	Emergency Management
Police Equipment	PW Capital Equipment
General GOV/IT Capital	Parks/Rec Capital Equipment
Park Amenities	Capital Projects/Roads
Special Assessments	Land Development
Insurance	Leased Vehicles
UW Campus	Alma Waite
Kuenzi Estate	Library Segregated
Library Building	Park Segregated
	Ochsner Park House

6. 2024 Business Improvement District (BID) Budget for \$50,400.00.

CARRIED (3 to 0)

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the proposed assessments to be levied upon property within the Business Improvement District (BID).

CARRIED (3 to 0)

Moved by: Kent

Seconded by: Petty

Recommend to Common Council approving the Tax Levy for \$9,401,925.00, tax rate of \$9.72 per thousand dollars.

CARRIED (3 to 0)

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve adopting the 2024 City Budget for a total of \$15,625,060.00.

CARRIED (3 to 0)

2.e PFAS Settlement Opt Out

W. Peterson noted that we have not had any detection of Perfluoroalkyl (PFAS) when tested. Because of this, it is his recommendation, along with Atty. Hagen's, to opt out of this settlement. If we opted in, we would be eligible for compensation for testing. If we opt in and have a detection before 2023, it is a matter of filling out the paperwork for additional compensation. If we opt out and have a detection, it's the City's responsibility to file a claim.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to consider opting out of settlements to preserve any future claims regarding PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) and authorize Utility Superintendent W. Peterson execute the required paperwork.

CARRIED (3 to 0)

2.f Revision to Employee Personnel Policy & Procedure Handbook

W. Peterson explained that the current policy allows for \$150 for clothing allowance and an allotment of \$150 for boots as needed. We are currently keeping track of when employees are eligible for boots. This resolution would pay the employee directly for both the clothing allowance and the boots with an annual increase of \$100 for a total of \$400 per year. W. Peterson also noted that there is a request to increase the Foreman's pay, which is paid to an employee during the absence of the foreman. The foreman must be gone for the day for an employee to be eligible for this. Both of these increases are included in the 2024 budgets.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to revise the clothing allowance in the Employee Personnel Policy & Procedure Handbook.

CARRIED (3 to 0)

3. Discussion Items

2025 Budget Planning

P. Cannon presented some discussion items for the 2025 budget. His recommendation is we start with some financial planning, revenues coming in and expenses. He feels we should also start to look at Capital Projects, borrowed vs cash? The committee discussed different options for bringing this to committee on the agenda. At this time, it will be added to future agendas as a discussion item and addressed as time allows.

Funding options for the Fire/EMS Building project, establishing a line of credit

This item was not discussed by the Committee.

4. Adjournment

Chairman Sloan adjourned the meeting at 6:29pm.

CITY OF BARABOO ADMINISTRATIVE MEETING

Meeting Minutes

December 5, 2023, 8:00 a.m.

City Hall, Committee Room #205

101 South Blvd., Baraboo, WI 53913

Members Present: Hazard, Kierzek, Thurow

Others Present: Co-Administrators - Tom Pinion & Pat Cannon, Brenda Zeman - City Clerk, Rob Sinden - Police Chief, Rob Nelson - Mayor, Julie Ostrander - Finance Director, Mike Hardy - Parks Director, Eric Hagen - Attorney Boardman & Clark

1. CALL TO ORDER

1.a ROLL CALL OF MEMBERS

1.b NOTE COMPLIANCE WITH OPEN MEETING LAW

1.c APPROVE MINUTES from November 7, 2023.

Change adjourned at 8:23

Moved by: Hazard

Seconded by: Kierzek

Motion: Carried

Approval of minutes of November 7, 2023

1.d APPROVE AGENDA

Postpone 2.1 Change of Agent to January meeting. Scheduling of meeting will be discussed if a later meeting in January is needed.

Moved by: Kierzek

Seconded by: Hazard

Motion: Carried

2. ACTION ITEM(S)

2.a Change of Agent

Postponed to next Administrative meeting.

2.b Temporary Liquor License, Baraboo Theatre Guild

Police Chief had no objections.

Moved by: Kierzek

Seconded by: Hazard

Motion: Carried

Recommendation to the Common Council on approving the Temporary Liquor License (AKA Picnic License) for the Baraboo Theatre Guild, 12th Night - Member Appreciation Event, 01/06/2024.

3. DISCUSSION

3.a Review and discuss sample food truck ordinances.

Food trucks consideration as the ordinance template was discussed included the following topics:

* Exclusive as part of an event

* Parking on city streets - historical resistance to street parking

- * Private property not affected
- * Late night restrictions
- * Geographic area use
- * Parks Commission recommendations
- * Competition with established businesses and distance requirements
- * Safety, interference with garbage and signage, driveways and sidewalks
- * Industrial park usage
- * Establishment of the permit fee.
- * Compliance with county health inspections for food safety requirement
- * Ordinance should be all encompassing and replace overnight permit
- * Specific parking area control of individual city departments, such as Parks Otherwise first come first serve.
- * Moving vendors that stop intermittently would not be included since they don't "park"
- * Annual, periodic or sessional permits - how to process
- * Vending on public streets with right of use permit for opportunistic parking
- * Special street events are handled with the event approval
- * Farmers Market identified in a special agreement.

Eric Hagen the city attorney from Boardman & Clark will return with a draft ordinance for review at the next meeting.

4. INFORMATIONAL ITEM(S)

4.a Date and time of next meeting is January 2, 2024, 8:00am.

5. ADJOURNMENT (Voice Vote)

Adjourn at 8:54

Copies of Meeting minutes in City Clerks files:

Library Policy Committee.....11-16-2023	Library Renewable Energy.....11-9-2023
Library Board.....10-17-2023	Friends of Library.....11-14-2023
CDA.....11-7-2023	UW Campus.....10-19-2023, 11-16-2023
Park & Recreation....10-9-2023, 11-13-2023	

16. CLOSED SESSION

Moved by Ellington, seconded by Kolb, to go into Closed Session. The Mayor will announce that the Council will consider moving into Closed Session pursuant to §19.85(1)(c), Wis. Stat., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically a review of potential City Administrator applicants.

Council Members Present: Olson, Kolb, Hazard, Kent, Petty, Ellington, Sloan, Kierzek, Thurow
Others Present: Mayor Nelson, Clerk Zeman, T. Pinion, J. Ostrander

17. OPEN SESSION

Moved by Kent, seconded by Hazard, to return to Open Session. The Mayor will announce that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

18. ADJOURNMENT

Moved by: Hazard

Seconded by: Ellington

That the meeting adjourn at 9:16pm.

Motion: CARRIED

Brenda M. Zeman, City Clerk

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN BARABOO, WISCONSIN

PLEASE TAKE NOTICE that the Common Council of the City of Baraboo, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., to levy special assessments upon property within the following described assessment district for benefits conferred upon the property by the installation of new sanitary sewer laterals.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

Sanitary Sewer Lateral Replacements: The properties on:

- STH 33/8th St/8th Ave (between Lincoln & W'ly City Limit) – 144 sanitary sewer laterals.

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file in the office of the City Clerk and may be inspected there during normal business hours.

You are further notified that the Common Council of the City of Baraboo will hear all interested persons, or their agents or attorneys, concerning matters contained in the Preliminary Resolution authorizing the assessments and in the above described report at 7:00 p.m. on the 23rd day of January 2024, in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913. All objections will be considered at this hearing and thereafter the amount of the assessments will be finally determined.

Brenda Zeman,
City Clerk

Date Published: January 09, 2024

10.1

RESOLUTION NO. 2024 -

Dated: January 23, 2024

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

The City of Baraboo, Wisconsin

Background: This is amending Section **13.19 LEAD SERVICE LINE REPLACEMENT** of the City of Baraboo Code of Ordinances, created in December 2021, to add a subsection for Private Lead Service Line Replacement Funding. Since 2018, the Water Utility has obtained grant funding for private lead service line replacements. Unfortunately, grant funding is no longer available; however, money is now available from the Safe Drinking Water Revolving Loan Program that the City can use to establish a low interest loan program for residents that need to replace their lead service line from the curb stop to their house.

State Statutes permit a municipality to establish a loan program for property owners to replace their lead service lines. In order to use this alternative, a municipality should adopt an ordinance establishing a loan program under Wis. Stat. § 66.0627(8)(ag). It is important that this loan program be established and administered by the municipality, not the water utility. Because this is a municipal program and water utility funds will not be used, Public Service Commission approval is **not** required for this alternative.

A loan agreement between the municipality and the property owner should set forth the amount of the loan, the interest rate, the length of the term, and collection of loan repayments as a special charge on the property owner's tax bill.

This was reviewed by the Public Safety Committee at their January 8th meeting.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN AS FOLLOWS:

1. Section 13.19 of the Baraboo Municipal Code of Ordinances is hereby amended as follows:

13.19 LEAD SERVICE LINE REPLACEMENT

- (1) INTENT and PURPOSE. The Common Council finds that it is in the public interest to establish a comprehensive program for the removal and replacement of lead service lines in use within and attached to the City water system, and, to that end, declares the purposes of this section to be as follows:
 - (a) To ensure that the water quality at every tap of a City water customer meets the water quality standards specified under federal and state law;
 - (b) To reduce the lead in City drinking water to meet the Environmental Protection Agency standards and ideally to a lead contaminant level of zero in City drinking water for the health of City residents; and
 - (c) To eliminate the constriction of water flow caused by mineral rich groundwater flowing through lead service pipes and the consequent buildup of mineral deposits inside those lead pipes.
- (2) DEFINITIONS. Definitions of terms used in this section are provided below:
 - (a) "City water system" means the water supply system owned by and located within the City.
 - (b) "Customer service line" means the portion of a water service line that extends from the outlet of the curb stop to the inlet of a customer's water meter.
 - (c) "Lead service line" means (i) all or a portion of a water service line constructed of lead, and/or (ii) all or a portion of a water service line constructed of galvanized iron that is or was connected to a water service line constructed of lead. The term includes both customer service lines and utility service lines.
 - (d) "Utility" means the Baraboo Water Utility.
 - (e) "Utility service line" means the portion of a water service line from the water main to the outlet of the curb stop, including the curb stop, but not the outlet joint of the curb stop.
 - (f) "Water service line" means the service line that extends from the water main to a customer's water meter.

(3) IDENTIFICATION OF LEAD SERVICE LINES

- (a) The Utility shall create and maintain a record of the location of all identified lead service lines in the City.
- (b) Utility representatives shall have the right, upon the presentation of credentials, to request to enter a property connected to the City water system at any reasonable time and inspect that property's customer service line. Any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system shall allow the Utility to inspect the customer service line. If entry is refused, the Utility shall obtain a special inspection warrant under Wis. Stats. §66.0119.
- (c) The Utility shall provide written notice to any person or entity who owns, manages or otherwise exercises control over a property connected to the City water system if that property has been inspected and determined to have a lead service line.

(4) LEAD SERVICE LINE REPLACEMENT REQUIREMENT.

- (a) All existing lead service lines that are connected to the City water system must be replaced with water service lines constructed of materials approved by the City.
- (b) Existing lead service lines that are connected to City water mains or Utility service lines that will be replaced or reconstructed as part of a City construction project must be replaced in conjunction with that City construction project. No lead service lines shall be reconnected to a City water main or a Utility service line that was replaced or reconstructed.
- (c) Existing lead service lines that develop a leak or otherwise need repair may not be repaired but must be replaced.
- (d) Other lead service lines shall be replaced in accordance with a schedule developed by the Utility. The schedule shall be developed to eliminate all lead service lines in the City by October 1, 2036.
- (e) Property owners shall replace their customer service lines that meet the definition of a lead service line according to the schedule developed by the Utility. The City or Utility or both may issue citations and penalties prescribed by City ordinance on a property owner that fails to replace their customer service line that meet the definition of a lead service line as required by the schedule.

(5) FINANCIAL RESPONSIBILITY AND ASSISTANCE.

- (a) A property owner shall be responsible for the cost of replacing the portion of a lead service line that is a customer service line that serves their property. The Utility shall be responsible for the cost of replacing all lead service lines that are Utility service lines.
- (b) The City may establish a program to provide financial assistance to property owners replacing lead service lines.

(6) PRIVATE LEAD SERVICE LINE REPLACEMENT FINANCING

(a) PURPOSE. *The Common Council finds that the replacement of public and private lead service lines protects public health and promotes the general welfare of City residents. The purpose of this section is to facilitate loans to property owners to replace private lead service lines by treating principal and interest repayments, fees and other charges for these loans as special charges eligible for inclusion on the tax bill for these properties.*

(b) DEFINITIONS.

- 1. *"Annual installment" means the portion of the private LSL replacement loan amount that is due for a particular year under the private LSL replacement loan agreement.*
- 2. *"Borrower" means a property owner who enters into a private LSL replacement loan agreement with the City to fund the replacement of a private lead service line on the borrower's property.*
- 3. *"Loan agreement" means a written agreement among a borrower and the City as provided in subsection 4.*
- 4. *"Loan amount" means the amount of principal, interest, administrative fees, and other loan charges under the loan agreement to be paid by the borrower under the private LSL replacement loan.*
- 5. *"LSL" means lead service line.*
- 6. *"Private LSL replacement loan" means a loan made by the City to a borrower under this section for the replacement of a private lead service line on a subject property.*

7. *"Private LSL" means a customer-side water service line, as defined in Wis. Stat. s. 196.372(1)(a), constructed of lead or constructed of galvanized iron that is or was connected to a water service line constructed of lead.*
8. *"Subject property" means any property on which a private lead service line replacement has been made and financed through an outstanding private LSL replacement loan.*
- (c) **LOAN APPLICATION AND APPROVAL.** *A prospective borrower applying for a private LSL replacement loan must comply with the loan application process established by the City. The City will review and determine whether to approve the loan application.*
- (d) **LOAN AGREEMENT.** *The City and the borrower must execute a loan agreement which at a minimum:*
 1. *Sets forth the total loan amount, the annual interest rate on the loan, the loan term, the amount of each annual installment, and any applicable City fee.*
 2. *Informs the borrower that the loan amount shall be considered a special charge, and each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge and be a lien against the subject property pursuant to s. 66.0627, Wis. Stats., as amended.*
- (e) **PRIVATE LSL REPLACEMENT LOAN AS SPECIAL CHARGE.** *A private LSL replacement loan shall be considered a special charge and lien on the subject property. Each year's annual installment shall be levied onto the property tax bill of the subject property as a special charge pursuant to s. 66.0627, Wis. Stats., as amended.*
- (f) **COLLECTION OF SPECIAL CHARGES.** *The City shall follow its customary practice in collecting special charges placed on the tax rolls, including assessing penalties and charging interest, and initiating foreclosure proceedings where appropriate.*
- (g) **SEGREGATED FUND.** *Special charges collected for private LSL replacement loan repayments shall be placed in a segregated fund and disbursed in accordance with the requirements of the City's funding sources.*
- (h) **RECORD KEEPING.** *The City shall keep an accounting of private LSL replacement loans and payments received by the City and provide borrowers with that information upon request.*
- (i) **ADMINISTRATION FEE.** *The City may establish a reasonable fee to charge a borrower for administering a private LSL replacement loan and include this fee in the loan agreement.*
- (7) **AUTHORITY TO DISCONTINUE SERVICE.** *As an alternative or in addition to any other methods provided for obtaining compliance with this section, the Utility may, after giving at least sixty (60) days' notice, discontinue water service to a property served by a customer service line that meets the definition of a lead service line provided the property owner has first been given reasonable opportunity to make the required replacement.*

2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the 11th day of January, 2022 and is recorded on page 392 of volume 43. A summary of the Ordinance was published in the local newspaper on the 20th day of January, 2022.

City Clerk: _____

RESOLUTION NO. 2024 -

Dated: January 23, 2024

The City of Baraboo, Wisconsin

Background: In order to be in full compliance with State Law, the Administrative Committee is now required to review all Liquor License applications and make a recommendation to Council.

Liquor License applications are reviewed by the Zoning Administrator, the Police Department, the Fire Inspector, and the City Clerk. Publication of the Liquor License application was made in the Baraboo News Republic.

SQRL Service Stations, LLC applied for a "Class A" Combination Liquor License. Liquor License applications are reviewed by the Zoning Administrator, the Police Department, the Fire Inspector, and the City Clerk. Publication of the Liquor License application was made in the Baraboo News Republic.

Because all Liquor Licenses expire annually on June 30th, if approved, this liquor license will be valid for January 24, 2024 to June 30, 2024.

This Liquor License was reviewed and recommended for approval by the Administrative Committee at their January 2, 2024 meeting.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to issue the following Liquor License:

- "Class A" Combination Liquor License, SQRL Service Stations, LLC d/b/a SQRL Service Station Store #707, 516 Ash Street.

Offered by: Administrative Comm. **Approved by Mayor:** _____

Motion:

Second: **Certified by Clerk:** _____

RESOLUTION NO. 2024 -

Dated: January 23, 2024

The City of Baraboo, Wisconsin

Background: On November 14, 2023, the City Council approved a Memorandum of Understanding (MOU) between the Baraboo Police Department and the Baraboo School District, after-the-fact, for an MOU spanning from July 1, 2021 to June 30 2025 that formalized the relationship between both entities as it relates to the School Resource Officer (SRO) program.

Also on November 14, 2023, the City Council approved and Amended Addendum to the aforementioned SRO MOU that, for the remaining term of the SRO MOU from January 1, 2024 thru June 30 2025 that included a provision whereby the School District will reimburse the City 50% of the costs associated with the employment of the two SRO's.

Shortly thereafter, the City was notified that a COPS Hiring Grant was awarded to the City that will provide partial funding for the SRO program for 2024, 2025 and 2026 calendar years. A condition of the Grant Award is that the SRO program would continue at least one full year following the final year of funding the Program.

The purpose of this Resolution is for the City Council to formally approve a new SRO MOU for the period of January 1, 2024 thru December 31, 2027.

Staff has coordinated this matter with the School District and their Board is scheduled to review and approve this new SRO MOU at their January 22nd Meeting. The new SRO MOU must be in place prior to January 30, 2024 to secure the grant award.

This agreement will be reviewed by the Finance Committee at their January 23rd meeting.

Fiscal Note: (☒ one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THE 2024-2027 School Resource Officer Memorandum of Understanding between the City of Baraboo Police Department and the School District of Baraboo is hereby approved and that the Police Chief is authorized to execute the Memorandum of Understanding.

Offered by: Finance Committee

Motion:

Second:

Approved: _____

Attest: _____

2024-2027

SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING

between the City of Baraboo Police Department and the Baraboo School District

This Memorandum of Understanding ("MOU") is made and entered into on this 22nd day of January 2024, by and between the City of Baraboo Police Department ("Police Department") and the Baraboo School District ("District"). This MOU replaces any existing MOU, or Addendum to a MOU, between the Police Department and the District as it relates to Article I. "Purpose" of this MOU.

I. PURPOSE. The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community, with the goal of reducing crime committed by juveniles and young adults. This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program ("SRO Program") as a joint cooperative effort between the District and the Police Department. The success of this program relies upon the effective communication between all involved employees, the principal of each individual Baraboo school, and other key staff members of each organization.

II. TERM. This MOU shall begin on January 1, 2024 and end on December 31, 2027, unless terminated earlier as provided for herein. The parties may renew this MOU only by separate written agreement or addendum hereto, which must be executed by both parties.

III. MISSION, GOALS AND OBJECTIVES. The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a Law Enforcement Officer employed by the Police Department ("SRO") to the District facilities on a permanent basis. The goals and objectives of the SRO Program are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

- Reduce incidents of school violence.
- Maintaining a safe and secure environment on school grounds.
- Assist the District with the required safety evaluation and reporting as required under WI 2017 Act 143.
- Reduction of juvenile delinquency.
- Establish a rapport between the SRO and the student population.
- Establish rapport between the SRO and parents, faculty, staff, and administrators.
- Serve as a positive role model to instill in students good judgment and discretion, respect for other students, and a sincere concern for the school community.
- Promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

IV. ORGANIZATIONAL STRUCTURE

A. SROs. The Police Department shall retain the exclusive right to exercise the customary functions of management of the SRO Program. To this end, the Police Department shall assign two (2) full time law enforcement officers to serve as SROs. The SRO will be certified by the State of Wisconsin and meet all requirements as set forth by the Wisconsin Department of Public Safety Standards and Training. The Police Department reserves the right to remove the SRO at any time if Police Department staffing levels fall below acceptable norms, during emergencies, when assistance is requested by other officers, or as needed in the discretion of the Police Department, provided the Police Department notifies the District as soon as reasonably practicable. In the event of such an emergency and temporary SRO removal, the SRO shall return to assignment in the School District as soon as reasonably practicable.

The Police Department's Chief of Police shall assign the SRO from one of the members of the Police Department. When an SRO is initially assigned to the District, the Police Department's Chief of Police and the District's Administrator, or their respective designees, shall jointly be involved in the interview process related to the SRO's assignment to the District. The Police Department will not assign an SRO to the District if the District does not approve of that SRO's assignment to the District. However, the final decision as to who is awarded the assignment shall rest with the Chief of Police. The District shall have the right to request that the Police Department remove an SRO from assignment within the District **for valid reasons**, temporarily or permanently. The Police Department shall accommodate any such request and assign a new SRO to the District as soon as reasonably practical.

B. Operation of SRO Program. The day-to-day operation and administrative control of the SRO Program will be the responsibility of the Police Department. Responsibility for the conduct of the SROs, both personally and professionally, shall remain solely with the Police Department. The SROs are employed and retained by the Police Department, and in no event will be considered an employee of the District. The District shall not be considered a co- or joint employer of the SRO.

C. Contact Person. The Police Department and the District shall each name a contact person who will monitor the program. Each principal will designate a contact person for the school to facilitate communication.

V. PROCEDURES. The SRO is first and foremost a law enforcement officer for the providing law enforcement agency. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is primarily the responsibility of District teachers and administrators, although the SROs shall assist in student disciplinary matters as requested by school officials. In general, absent a real and immediate threat to a student, a teacher, or public safety, incidents involving public order offenses by students (including, but not limited to, disturbance/disruption of schools or public assembly; loitering; profanity; and student disputes that does not involve a risk of physical injury or a weapon) do not warrant formal law enforcement intervention, but rather shall be considered student discipline matters. The SRO

is not a formal counselor or educator, and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Police Department recognizes, however, that the District shall maintain full, final, and plenary authority over curriculum and instruction in the District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not of the Police Department or SRO, and the Police Department and SROs shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

VI. DUTIES AND RESPONSIBILITIES.

A. SRO Responsibilities. The responsibilities of the SRO include, but are not limited to:

- Enforce the law and protect students, staff, and the public-at-large against unlawful activity.
- Follow the chain of command as set forth in the policies and procedures manual of the Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on-campus or off-campus, during school hours.
- Complete reports and investigate unlawful activities committed on/ off campus.
- Coordinate, whenever practical, investigative procedures between law enforcement and school administrators.
- Abide by all applicable legal requirements and District policies concerning interviews and searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the District. The SRO will not be involved in searches conducted by District personnel unless an unlawful act is involved or unless District personnel request the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements and District policies.
- Take appropriate enforcement action on unlawful activity as necessary.
- Wear the Police Department issued uniform with all normal accessories and equipment, including a taser, OC and firearm, and utilize a marked patrol vehicle.
- Confer with the District administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
- Comply with all laws, regulations, and school board policies applicable to employees of the District, including, but not limited to laws, regulations and

policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be only as allowed by law.

- Provide information and respond to questions about law enforcement to students and staff.
- Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education, and provide these presentations at the request of the school personnel in accordance with the established curriculum.
- Attend school special events as needed as determined by the Police Department.
- Upon request and approval of the District and Police Department, attend school special events as requested by the District but not determined to be necessary by the Police Department (e.g., homecoming, football games, PTO meetings, etc.).
- Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
- Be familiar with all community agencies offering assistance to youth and their families such as mental health clinics, drug, treatment centers, etc., and may make referrals when appropriate.
- Report schedule conflicts to the District.
- Ability to be reassigned to other duties as needed due to school closure or shut down for any reason.
- Work with District staff to ensure all points of WI 2017 Act 143 are complied with in the schools they are assigned and throughout the District.

B. SRO Supervisor Responsibilities. The responsibilities of the SRO Supervisor include, but are not limited to:

- Coordinate the SROs work assignments.
- Ensure SRO compliance with Police Department directives.
- Coordinate scheduling and work hours of the SRO's (vacation requests, sick leave, etc.).
- Work with the District to make any needed adjustments to the SRO program throughout the school year.
- Complete the SRO's annual performance evaluation. The SRO supervisor will request feedback from the District's designated contact person during the evaluation process.

- Make schedule and staffing adjustments due to school closure including virtual learning.

C. District Responsibilities. The responsibilities of the District include but are not limited to:

- Provide the SROs with a private, appropriately furnished and climate-controlled office space at the High School and Middle School that can be secured and is reasonably acceptable to the Police Department. This shall include but is not limited to a desk with drawers, chair, filing cabinet for files and records which can be properly locked and secured, a telephone and computer.
- Provide a reasonable opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives.
- Shall seek input from the SRO regarding criminal justice problems relating to students and security issues.
- When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the District, the contraband shall be confiscated by the SRO according to Police Department policy.
- School personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property, and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
- Work cooperatively with the Police Department to make any needed adjustments to the SRO program throughout the year.
- Provide the Police Department with updated copies of all laws, rules, regulations, and school board policies applicable to employees of the School, including but not limited to laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.
- Ensure all school policies are up-to-date and compliant with state and local laws.

VII. ENFORCEMENT. Although the SRO has been placed in a formal educational environment, the SRO is not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment, recognizing the difference between student discipline matters and matters of safety and security warranting formal law enforcement intervention. Citations shall be issued and arrests made when appropriate and in accordance with Wisconsin state law and department policy. The SRO and the Police Department will have the final decision on whether criminal charges shall be filed.

VIII. REIMBURSEMENT. The District will reimburse the Police Department for 50% of the

following costs associated with the SROs performing service in the District as described in this MOU. Effective January 1, 2024, if the City of Baraboo or the Police Department receives any grant or third-party funding specifically for the funding of allowable expenses outlined in this MOU, the amount of grant or third-party funding will be used to reduce the allowable reimbursable costs set forth in this MOU. The following allowable costs include:

- Wages paid by the Police Department for hours actually worked (excluding any overtime hours).
- Wages paid by the Police Department for hours for which the SROs qualify for paid leave, paid vacation, and paid holidays.
- Wages paid by the Police Department for hours that qualify for longevity pay.
- Contributions to the retirement plan of the SROs paid by the Police Department that derive from wages paid by the Police Department.
- Health insurance premiums paid by the Police Department for the Police Department's share of single or family benefits selected by the SROs.
- Life insurance premiums paid by the Police Department for coverage of the SROs.
- Police Department Income Continuation Insurance (ICI) expenses attributable to the employment of the SROs.
- Payroll taxes paid by the Police Department attributable to the wages paid to the SROs by the Police Department.

The Police Department will provide the District with documentation substantiating the costs subject to cost-sharing established by this MOU (including actual detailed payroll records), and the District will pay its share of the costs to the Police Department on a timely basis following the receipt and verification of this documentation

IX. INTERAGENCY AGREEMENT/EXCHANGE OF INFORMATION. The Police Department and the District enter into this MOU in order to protect the confidentiality of pupil records as required by law, while providing for the lawful disclosure of pupil records and information with the Police Department to the extent permitted by law, to serve the interests of pupils and all other concerned parties. The exchange of information is for the purpose of investigating and in some cases prosecuting acts including but not limited to truancy, theft, harassment, assault, drug or alcohol possession, use and/or distribution, or other acts in violation of local ordinances or state statutes, and assisting the District with administrative hearings. It is understood and agreed that this MOU is an Interagency Agreement that authorizes the Police Department to routinely disclose information to the District as permitted by Wis. Stat. § 938.396(1), and the Police Department shall disclose such information routinely and by request of the District.

For purposes of SRO access to education and pupil records, the District designates the SRO as a school official with a legitimate educational interest in accessing education records under the Federal Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g, and in accessing pupil records under Wis. Stat. § 118.125(2)(d). The District may provide the SRO with access to education and pupil records information maintained by the District only as needed by the SRO to perform his/her duties as SRO. Such information may include student behavior intervention plans

and student safety plans. The SRO may also be granted access to education and pupil records information in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose education or pupil records information, including to the Police Department, consistent with FERPA and Wisconsin pupil records law.

Records created and maintained by the SRO for the purpose of ensuring the safety and security of persons or property in the District, or for the enforcement of local, state, or federal laws or ordinances, including body camera footage, shall not be considered education or pupil records—even when such records may serve the dual purpose of enforcing school rules—and are not subject to the same prohibitions of access or disclosure by the SRO. This shall include any audio or video recording used by the SROs when conducting interviews of minors or other individuals. Should the District provide the means of providing such audio or video recording to the SROs, those recordings shall still constitute records created and maintained by the SROs pursuant to this section.

X. HOLD HARMLESS. To the extent permitted by law, the District and the Police Department agree to indemnify, defend and hold harmless each other including its officers, agents, and employees against all claims, demands, actions and suits (including all attorney fees and cost) arising from the indemnitors performance of this MOU where the loss or claim is attributable to the negligent acts or omissions of that party. The District and the Police Department mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the Police Department and/or the District subject to the provisions herein

XI. NON-WAIVER. Nothing herein is intended or shall be construed as a waiver of defenses or immunities (including the limitations of Wis. Stat. § 893.80) available under the law which the Parties are entitled to raise, nor shall purchase of insurance by the Parties constitute a waiver of any such defenses and immunities.

XII. NOTICE. Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

Baraboo School District:	Dr. Rainey Briggs, Superintendent Baraboo School District Superintendent 423 Linn Street Baraboo, WI 53913
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City of Baraboo Police Department:	Police Chief Rob Sinden City of Baraboo 101 South Boulevard Baraboo, WI 53913
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With a copies to:	City Administrator City of Baraboo
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101 South Boulevard
Baraboo, WI 53913

City Attorney
City of Baraboo
101 South Boulevard
Baraboo, WI 53913

XIII. AMENDMENTS. Subject to applicable law and subject to the other provisions of this MOU, this MOU may be amended by the parties hereto, based on approval of the parties governing bodies, at any time by execution of an instrument in writing signed on behalf of each of party.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives as of the day and year first above written.

BARABOO SCHOOL DISTRICT

CITY OF BARABOO POLICE
DEPARTMENT

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

40590304_1.DOCX

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
DECEMBER

	2022						2023					
PERMIT TYPE	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	12	\$0.00	\$14,161,877.00	\$0.00	\$30,900.42	0	3	\$0.00	\$5,037,825.00	\$0.00	\$10,095.60
Commercial Addition	0	1	\$0.00	\$9,731,600.00	\$0.00	\$0.00	0	2	\$0.00	\$529,064.00	\$0.00	\$847.60
Commercial, Alterations	2	22	\$2,227,222.00	\$6,288,164.00	\$1,447.80	\$7,938.24	4	13	\$142,550.00	\$3,838,050.00	\$825.00	\$4,497.31
Commercial, Razing	0	1	\$0.00	\$20,000.00	\$0.00	\$30.00	0	1	\$0.00	\$0.00	\$0.00	\$30.00
Residential , New SF	1	13	\$200,000.00	\$4,445,000.00	\$771.25	\$12,180.12	0	12	\$0.00	\$3,812,200.00	\$0.00	\$9,218.73
Residential, New Duplex	1	3	\$220,000.00	\$1,300,000.00	\$826.20	\$3,750.00	1	11	\$533,000.00	\$6,031,144.00	\$1,595.53	\$14,929.54
Residential, Additions	0	9	\$0.00	\$437,000.00	\$0.00	\$1,321.53	0	7	\$0.00	\$544,000.00	\$0.00	\$945.90
Residential Remodel	2	49	\$7,281.00	\$698,165.00	\$150.00	\$4,965.25	3	49	\$62,500.00	\$1,200,312.00	\$298.00	\$5,892.66
Residential, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	0	2	\$0.00	\$1,000.00	\$0.00	\$90.00	0	1	\$0.00	\$0.00	\$0.00	\$90.00
Roofing/Siding/Windows	2	114	\$177,039.00	\$1,502,257.00	\$561.12	\$8,885.54	6	116	\$75,093.00	\$1,762,243.00	\$469.76	\$10,670.58
Garage/Sheds/Deck/Fence	0	88	\$0.00	\$619,893.00	\$0.00	\$5,790.00	1	94	\$6,000.00	\$863,219.00	\$60.00	\$6,255.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	2	9	\$3,000,000.00	\$13,137,363.00	\$9,817.44	\$44,891.00
Plumbing Only	0	7	\$0.00	\$205,555.00	\$0.00	\$480.00	0	6	\$0.00	\$308,300.00	\$0.00	\$5,180.00
Electrical Only	5	29	\$17,990.00	\$63,218.00	\$315.00	\$1,755.00	4	28	\$12,830.00	\$80,310.00	\$240.00	\$1,740.00
HVAC Only	0	8	\$0.00	\$276,327.00	\$0.00	\$540.00	3	10	\$29,475.00	\$1,886,259.00	\$180.00	\$2,776.23
Sign Permits	1	18	\$55,036.00	\$134,285.00	\$300.00	\$2,280.00	0	18	\$0.00	\$116,811.00	\$0.00	\$1,920.00
Solar Install	0	16	\$0.00	\$697,267.00	\$0.00	\$990.00	0	14	\$0.00	\$285,122.00	\$0.00	\$840.00
Misc. Permits	1	21	\$0.00	\$510,000.00	\$100.00	\$2,000.00	0	12	\$0.00	\$26,100.00	\$0.00	\$1,320.00
TOTALS	15	413	\$2,904,568.00	\$41,091,608.00	\$4,471.37	\$83,896.10	24	406	\$3,861,448.00	\$39,458,322.00	\$13,485.73	\$122,140.15

		December		2023	City of Baraboo		Treasurer's Report													Investment 2023.xlsx		1/16/2024		
Bank Balance							Bank																	
BANK INVESTMENTS		Type	Fund	Account	Term	Maturity	Rate	BSB	LGIP	CFB	SUM	BWD	PDS	PVL	WCCU	CCF	BMO	FICA	SCHWAB	Grand Total				
Alma Waite Account		NOW account	820	104502957	Daily		0.50%	13,505.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,505.73			
Alma Waite Trust Fund		Cert of Deposit	820	7758002185	12 months	4/6/24	4.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,000.00	0.00	0.00	101,000.00			
				148901-106	22 months	7/9/24	2.96%	0.00	0.00	0.00	0.00	207,912.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207,912.10			
				40062018	12 months	7/25/24	5.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	200,000.00			
			Investment Pool	820	856206-3	Daily		5.38%	0.00	103,574.76	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00		
		Dana Investment	820	3694-7092	(blank)		4.11%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00			
CDA-Grant Accounts		Checking	220	1000934/114639	Daily		none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00			
CDA-Loan Accounts		(blank)	983	(blank)	(blank)		(blank)	230,523.64	0.00	542,915.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	773,438.98			
Friends of the Library		Savings	940	103035891	Daily		0.15%	26,339.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,339.15			
General Cash Account		Checking / NOW	100	1000306/9830	Daily		10%/ .50%	1,515,467.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,515,467.70			
		Deposit Placeme	100	101066015	Daily		0.50%	2,073,999.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,073,999.72			
General Fund		Money Market	100	86190136	Daily		1.71%	0.00	0.00	1,510,322.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,510,322.06			
				163563	Daily		3.50%	0.00	0.00	0.00	0.00	138,058.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138,058.11			
				471582	Daily		2.10%	0.00	0.00	0.00	0.00	0.00	0.00	122,235.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122,235.43		
				10080968	Daily		2.78%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380,887.53	0.00	0.00	0.00	0.00	0.00	0.00	380,887.53		
				54962-07	Daily		2.40%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156,526.98	0.00	0.00	0.00	0.00	0.00	156,526.98		
				20032292	Daily		5.53%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	385,721.17	0.00	0.00	0.00	0.00	385,721.17		
				2061232	Daily		1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136,069.05	0.00	0.00	0.00	136,069.05		
				Cert of Deposit	100	60000014	12 months	5/31/24	4.00%	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180,000.00
						3882053	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00
						54962-101	16 months	5/18/24	3.96%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00
		54962-102	22 months			11/18/24	4.21%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00		
		54962-104	13 months			3/13/24	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00		
		54962-108	13 months			4/28/24	4.94%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	200,000.00		
		7758003053	12 months			4/12/24	4.80%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202,000.00	0.00	0.00	0.00	202,000.00		
		3901234	8 months	5/18/24	4.95%	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00				
		1815294	13 months	10/22/23	4.65%	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
		90905056	11 months	9/13/24	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00			
		Investment Pool	100	856206-1	Daily		5.38%	0.00	2,277,150.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,277,150.09		
		Deposit Placeme	100	104791111271	Daily		5.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,265,461.92	0.00	2,265,461.92		
				10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,352,766.97	0.00	0.00	0.00	0.00	0.00	0.00	1,352,766.97		
		Dana Investment	100	3694-7092	(blank)		4.11%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200,000.00	1,200,000.00			
General Fund-Bond Issue	Money Market	100	104557859	Daily		5.52%	1,539,097.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,539,097.71			
	Investment Pool	100	856206-2	Daily		5.38%	0.00	3,018.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,018.32			
	Deposit Placeme	100	10090686	Daily		2.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	300,000.00			
			104551192	Daily		0.50%	149,471.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,471.81			
Library Segregated Fund	NOW account	850	104551192	Daily		0.50%	149,471.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,471.81			
Park House Account	NOW account	890	101001035	Daily		0.50%	3,546.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,546.35			
Park Kuenzi Estate	Cert of Deposit	830	3882045	25 months	7/27/24	2.00%	0.00	0.00	0.00	0.00	0.00	10,199.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,199.50			
			54962-103	13 months	3/14/24	4.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,012.72	0.00	0.00	0.00	0.00	0.00	0.00	12,012.72			
Park Segregated Fund	Cert of Deposit	870	90905064	11 months	9/13/24	4.91%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,953.94	0.00	0.00	0.00	0.00	0.00	0.00	50,953.94			
	NOW account	840/87	1000-888	Daily		0.50%	412,873.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	412,873.83			
Sewer Debt Service	NOW account	960	104506359	Daily		0.50%	84,308.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84,308.25			
Sewer Depreciation Fund	Money Market	960	20083858	Daily		5.53%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,438.25	0.00	0.00	0.00	0.00	57,438.25			
Sewer Equipment Replac	Cert of Deposit	960	54962-111	15 month	8/30/24	4.94%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	256,225.76	0.00	0.00	0.00	0.00	0.00	256,225.76			
	NOW account	960	104522281	Daily		0.50%	123,268.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123,268.11			
Sewer General	Dana Investment	960	3694-7092	(blank)		4.11%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,000.00	650,000.00			
	Cert of Deposit	960	148901-101	17 months	2/9/24	2.23%	0.00	0.00	0.00	0.00	200,777.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200,777.78			
	Investment Pool	960	856206-7	Daily		5.38%	0.00	809,327.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	809,327.46			
	NOW account	960	104550099	Daily		0.50%	29,931.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,931.55			
	Dana Investment	960	3694-7092	(blank)		4.11%	0.00	0.00	0.00	0.00	0.00	0.0												

TREASURER'S INVESTMENT REPORT for December 2023

Average Rate of Return on Current Deposits					Benchmarks:	
Total Receipts:	6,832,946.64	General Funds:	Avg Term 5.4 M	3.66%	LGIP	5.38%
		Utility Funds:	19.5 M	5.36%	90-day T-bill:	5.42%
Total Disbursements:	2,817,657.77	Segregated Funds:	17.1 M	3.98%		
		Securities w/Dana	4.5 years	3.75%	6M CD:	3.64%
		All Funds:	9.8 M	4.21%	12M CD:	4.81%
			Liquid:	85%	18M CD	4.63%
			Term:	15%		
Policy Objectives:						
Safety:	▪ \$3,500,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.					
Liquidity:	▪ Moving liquid funds to CDs when possible. Liquidity is high as we have tax dollars in hand.					
Yield:	▪ CD rates for shorter terms CD are strong and security rates are very good as well.					

TRANSACTIONS

#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
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INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst	Amount	Interest
									Yield - Maturity		
(1)	MATURED	FHLB	3130ASS83	100.0000			15 months	10/27/2023	3.40%	\$200,000.00	Semi-annual
(2)	MATURED	FHLB	3130AQWK5	100.0000			21 months	11/27/2023	1.30%	\$150,000.00	Semi-annual
(3)	MATURED	FHLB	3130ATD46	100.0000			15 months	12/29/2023	4.00%	\$200,000.00	Semi-annual

Dana Investment Advisors, Inc.

PORTFOLIO SUMMARY

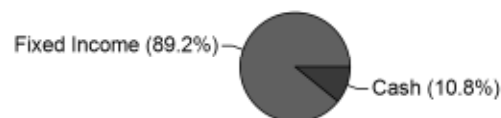


From: September 29, 2023 to December 29, 2023

Portfolio: 2493 - City of Baraboo Reserve Funds

Portfolio Allocation Summary

	Market 12/29/23	% of Assets	Estimated Income	Current Yield
Short Term Investments	372,729	10.8	17,225	4.62
Agency Bonds	1,443,147	41.4	47,505	3.32
Small Business Administration Bonds	951,066	27.2	60,912	6.47
Mortgage Bonds	713,503	20.5	34,455	4.86
Total Portfolio	3,480,444	100.0	160,096	4.64



Account Activity Summary (Market Value Basis)

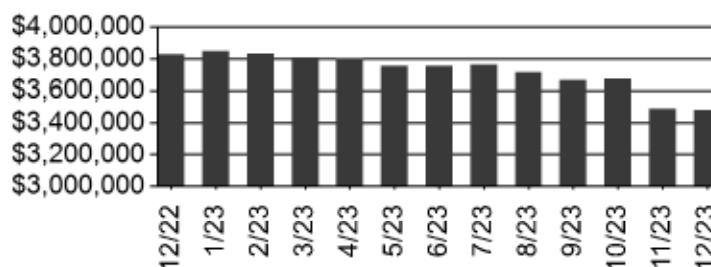
	Period	Year to Date
Portfolio Value on 09/29/2023	\$3,667,089.27	\$3,825,779.10
Contributions/Withdrawals	(\$247,039.20)	(\$516,203.97)
Investment Income	\$36,098.48	\$138,479.28
Unrealized Gain/Loss	\$20,704.55	\$22,260.01
Realized Gain/Loss	\$1,723.41	\$3,747.60
Change in Accrued Income	\$1,867.81	\$6,382.30
Portfolio Value on 12/29/2023	\$3,480,444.32	\$3,480,444.32
Management Fees	(\$1,833.55)	(\$7,528.39)
Total Gain after fees	\$58,560.70	\$163,340.80

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Net of Fees

	Quarter To Date	Latest 12 Months
Total	1.68	4.54

Account Value (\$) Over Last 12 Months



Dana Investment Advisors, Inc.

PORTFOLIO HOLDINGS



Report as of: 12/29/2023

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Cash							
Short Term Investments							
	000009	Cash - Money Fund		4,803.97	.14	.00	.45
338,275	SNVXX	Schwab Govt Money Fund	1.00	338,275.00	9.79	.00	5.09
Total Short Term Investments				343,078.97	9.93	.00	5.02
Total Cash				343,078.97	9.93	.00	5.02
Bonds							
Agency Bonds							
200,000	3130AQT45	FEDERAL HOME LOAN BANK 2.1% Due 02/28/2024	99.47	198,940.40	5.76	1,411.67	2.11
200,000	3130ATEA1	FEDERAL HOME LOAN BANK 4.25% Due 03/28/2024	99.69	199,389.00	5.77	2,125.00	4.26
150,000	3130ASN47	FEDERAL HOME LOAN BANK 3.32% Due 07/26/2024	98.96	148,441.80	4.30	2,116.50	3.35
200,000	3130ARXL0	FEDERAL HOME LOAN BANK 3% Due 11/25/2024	98.38	196,759.60	5.70	566.67	3.05
150,000	3130AWAJ9	FEDERAL HOME LOAN BANKS 5.5% Due 11/25/2024	99.98	149,975.85	4.34	779.17	5.50
150,000	3130APVZ5	FEDERAL HOME LOAN BANK 1.05% Due 12/02/2024	96.57	144,850.20	4.19	118.13	1.09
200,000	3130AR6F3	FEDERAL HOME LOAN BANK 2% Due 03/24/2025	96.75	193,504.80	5.60	1,055.56	2.07
200,000	3134GYEZ1	FREDDIE MAC 5% Due 01/27/2026	99.45	198,890.20	5.76	4,222.22	5.03
Total Agency Bonds				1,430,751.85	41.43	12,394.92	3.32
Mortgage Bonds							
33,200.67	36225CX92	G2 80703 3.875% Due 06/20/2033	99.26	32,954.06	.95	100.06	3.90
31,753.45	36225C4B9	G2 80817 3.625% Due 01/20/2034	98.82	31,378.16	.91	89.53	3.67
57,566.44	3140J57K9	FN BM1797 6.865% Due 12/01/2035	100.46	57,831.65	1.67	311.94	6.83
12,218.37	36225EN40	G2 82210 2.75% Due 11/20/2038	97.82	11,952.28	.35	26.13	2.81
13,888.31	36225EQ47	G2 82274 3.625% Due 01/20/2039	99.06	13,757.58	.40	39.16	3.66
20,992.39	36225EUG5	G2 82382 3.625% Due 09/20/2039	98.17	20,608.25	.60	59.19	3.69
13,811.93	36225EVG4	G2 82414 3.75% Due 10/20/2039	100.58	13,892.17	.40	40.28	3.73
21,186.20	3140J7UU7	FN BM3294 5.179% Due 06/01/2042	102.70	21,758.20	.63	92.41	5.04
3,613.47	31300MPF4	FH 849422 5.598% Due 02/01/2043	101.53	3,668.71	.11	30.83	5.51
5,182.81	31300MWE9	FH 849645 5.367% Due 06/01/2043	100.34	5,200.60	.15	44.25	5.35
11,074.02	31347AH72	FH 840254 5.609% Due 07/01/2043	102.27	11,325.90	.33	99.90	5.48
8,866.06	3138XMRB8	FN AV9481 4.831% Due 07/01/2043	100.59	8,918.04	.26	33.62	4.80
27,232.95	3140J9B91	FN BM4563 5.581% Due 03/01/2044	102.43	27,894.41	.81	122.22	5.45
3,122.70	3138ETLW4	FN AL8440 5.087% Due 07/01/2044	102.16	3,190.04	.09	13.12	4.98
5,834.34	3138ERWF3	FN AL9645 5.156% Due 07/01/2044	101.79	5,938.92	.17	24.58	5.07
31,856.35	3140JA2J6	FN BM6176 4.514% Due 01/01/2045	101.50	32,332.98	.94	121.68	4.45
8,396.50	31347ATG9	FH 840551 4.811% Due 03/01/2045	101.64	8,534.15	.25	65.20	4.73
34,339.39	31347A7L2	FH 840899 5.015% Due 11/01/2045	101.52	34,861.69	1.01	277.36	4.94
21,081.67	31326NF55	FH 2B7388 5.817% Due 01/01/2046	102.41	21,590.39	.63	194.21	5.68
32,759.66	31288QG38	FH 841118 6.199% Due 05/01/2046	101.76	33,337.21	.97	327.86	6.09
86,014.19	31288QK58	FH 841216 5.248% Due 05/01/2046	101.52	87,324.28	2.53	719.70	5.17
56,989.55	31288QES5	FH 841045 4.697% Due 11/01/2046	101.40	57,784.61	1.67	431.38	4.63
14,539.49	36179SVH7	G2 MA4216 3.5% Due 01/20/2047	98.66	14,344.64	.42	39.58	3.55
45,582.62	31288QH26	FH 841148 6.206% Due 09/01/2047	101.60	46,310.17	1.34	460.26	6.11
31,963.75	3622AAPQ1	G2 785031 2.849% Due 05/20/2050	94.74	30,283.07	.88	70.83	3.01
74,081.77	31288QMQ0	FH 841267 4.157% Due 08/01/2050	97.46	72,198.39	2.09	496.69	4.27
Total Mortgage Bonds				709,170.55	20.53	4,331.97	4.86

Dana Investment Advisors, Inc.

PORTFOLIO HOLDINGS



Report as of: 12/29/2023

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Small Business Administration Bonds							
516.89	83164KNU3	SBA 508503 7.825% Due 12/25/2024	98.94	511.42	.01	6.82	7.91
39,282.53	83164FVQ4	SBA 505123 6.25% Due 12/25/2025	99.57	39,112.24	1.13	403.91	6.28
42,658.31	83164MU80	SBA 510507 8.825% Due 10/25/2026	102.35	43,660.70	1.26	614.89	8.62
50,499.92	83164MSW0	SBA 510433 6% Due 06/25/2029	100.46	50,730.45	1.47	493.45	5.97
10,011.32	83164JF50	SBA 507388 7% Due 10/25/2030	100.86	10,097.62	.29	113.47	6.94
73,445.15	83164MUT4	SBA 510494 6.15% Due 05/25/2031	100.68	73,944.21	2.14	731.09	6.11
188,922.96	8316A0MS6	SBA 530368 6% Due 11/25/2033	99.44	187,871.22	5.44	1,835.29	6.03
83,255.65	83165ABR4	SBA 521648 6.338% Due 09/25/2034	101.53	84,533.04	2.45	852.54	6.24
110,839.99	83164MU72	SBA 510506 5.85% Due 12/25/2034	99.60	110,396.07	3.20	1,047.61	5.87
22,233.32	83164LAV3	SBA 509020 7.825% Due 03/25/2036	101.18	22,494.80	.65	280.88	7.73
24,949.99	83164LFB2	SBA 509162 7.825% Due 12/25/2036	101.80	25,399.64	.74	315.15	7.69
15,317.65	83164LSA0	SBA 509513 7% Due 06/25/2039	102.28	15,666.54	.45	173.02	6.84
18,107.83	83164LSW2	SBA 509533 7.105% Due 07/25/2039	100.69	18,232.60	.53	207.60	7.06
17,201.40	83164LXM8	SBA 509684 7.25% Due 06/25/2040	102.67	17,659.97	.51	201.20	7.06
95,001.88	83164MGE3	SBA 510097 7.25% Due 12/25/2042	104.27	99,055.13	2.87	1,110.86	6.95
58,183.06	83164MUL1	SBA 510487 5.9% Due 10/25/2044	99.02	57,614.32	1.67	571.90	5.96
80,409.14	83164M4X4	SBA 510738 7.075% Due 10/25/2045	104.63	84,132.97	2.44	993.16	6.76
Total Small Business Administration Bonds				941,112.94	27.25	9,952.84	6.47
Total Bonds				3,081,035.34	89.21	26,679.73	4.64
Total Portfolio				3,424,114.31			
Paydown Receivable				29,650.28			
Interest Accrued				26,679.73			
Dividends Accrued				0.00			
Total Portfolio with Accruals & Receivables				3,480,444.32			

The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained from sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).

Finance/Personnel Committee Meeting Minutes

December 12, 2023, 5:30 p.m.
City Hall, Committee Room #205
101 South Blvd., Baraboo, WI 53913

Members Present: Sloan, Petty, Kent
Others Present: Interim City Administrators P. Cannon & T. Pinion, Mayor Nelson, L. Laux, J. Ostrander, M. Hardy, and David Olson.

1. Call Meeting to Order

Chairman Sloan called the meeting to order at 5:30pm.

1.a Roll Call of Membership

1.b Note Compliance with Open Meeting Law

1.c Approve Minutes of November 28, 2023

Moved by: Kent

Seconded by: Petty

CARRIED (3 to 0)

1.d Approve Agenda

Moved by: Petty

Seconded by: Kent

CARRIED (3 to 0)

2. Action Items

2.a Accounts Payable

Moved by: Petty

Seconded by: Kent

Recommend to Common Council on paying \$1,704,097.77.

CARRIED (3 to 0)

2.b Weights & Measures

The committee reviewed the Weights & Measures. This is an annual resolution with no cost to the City of Baraboo.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the Weights & Measures for 2023.

CARRIED (3 to 0)

2.c Municipal Property Insurance Company

J. Ostrander noted that this is also an annual resolution for insurance. This insurance includes property in the open, including contractor's equipment. We will do an RFP in 2024 for coverage in 2025; the premium will change based on the value of our assets.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the one-year renewal for Property Insurance with Municipal Property Insurance Company (MPIC).

CARRIED (3 to 0)

2.d Baraboo Area Fire & EMS District Stations Bids

P. Cannon explained that the construction documents are completed; they would like authorization from the City to release the bids for a general contractor on January 4th and they are due back on February 1st. This will follow with a resolution to award the contract at a later date. The bids will come back to the City with a price to build the stations as well as prices, or bids, for any alternate options.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to consider authorization to solicit bids for the Baraboo Area Fire & EMS Stations, Station #1 (Central/Headquarters) and #2 (Satellite).

CARRIED (3 to 0)

2.e Sauk County West Square Building Parking Lot

This is approval to execute the quit claim deed and two Memorandum of Understandings for the sale of these three parcels, located within the parking lot behind the West Square Building, to Sauk County. The parking lot will be restricted to County parking Monday through Friday from 6:00am to 5:00pm; outside of these hours, other than no overnight parking, it will be a public parking lot enforced by the Baraboo Police Department. There is a provision in the original deed that requires the County to replace any parking from these three parcels, that is lost due to expansion.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the Quit Claim Deed for parcels 206-1499-00000, 206-1498-00000, and 206-1497-10000 to Sauk County.

CARRIED (3 to 0)

2.f Development Agreement with Allan and Mary Mueller

P. Cannon explained that this is the development agreement previously discussed with the purchase negotiated with the owners of 1AM Dairy. TID incentives are typically 75% of the available tax increment. This agreement is for 15 years with the first payment made in October of 2025 and the last payment to be made in October of 2040, for tax year 2039. This agreement requires property assessment at a minimum of \$900,000 for the project. The committee reviewed a report prepared by Ehler's and noted language "not to exceed" for this development project; the committee decided to use this dollar amount as the maximum amount paid by the City over the life of the agreement.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to authorize the Interim City Administrators and City Clerk to execute a Development Agreement with Allan O. and Mary A. Mueller for Lot 4 in the Plat of Spirit Lake with the amendment of a \$250,000 maximum cap on the incentive.

CARRIED (3 to 0)

2.g Park Impact Fees

M. Hardy noted that Park Impact Fees must be paid within seven years of being paid or these funds have to be returned to the developer. The Parks Commission considered different options for the use of these funds and recommends the purchase of a shade structure for the Dog Park. Typically, we have plans for these funds and they are assigned to a park but over time, excess funds tend to accrue resulting in this balance that must be spent.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the use of up to \$8,000 of Park Impact Fees for the purchase of a shade structure for the Dog Park.

CARRIED (3 to 0)

2.h Baraboo Area Senior Center Lease Agreement with Civic Center

M. Hardy noted that the Finance Committee had previously approved an increase to the rental fees for the Civic Center. The Parks Commission is recommending we continue to charge the Baraboo Area Senior Center the 30% of what their normal rental would be with the City subsidizing the balance. This is the only Senior Center in Sauk County with approximately 350 members, 60% City residents.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve the 2024 Civic Center lease agreement for the Baraboo Area Senior Citizen Organization (BASCO).

CARRIED (3 to 0)

2.i Boys & Girls Club Civic Center Lease Agreement

Same recommendation from the Parks Commission, the Boys & Girls Club are charged 30% of what their normal rental would be, with the City subsidizing the balance.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the 2024 Civic Center lease agreement for the Boys & Girls Club.

CARRIED (3 to 0)

2.j Amend Employee Handbook

This was originally presented at the last meeting; the Foreman Pay is only paid during the absence of the regular foreman.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to revise the Temporary Foreman Pay in the Employee Personnel Policy & Procedure Handbook.

CARRIED (3 to 0)

2.k Line of Credit, Community First Bank

J. Ostrander noted that this goes back to the \$4.6M Note Anticipation Note Line of Credit for TID #11 and TID #12. This draw is only for TID #12 and includes stormwater, sewer, water, and roadway improvements.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve a draw of \$119,426.55 for TID #12.

CARRIED (3 to 0)

2.l Issuance of \$800,00 Interim Community Development Revenue Bonds

This is interim financing for the fire stations to get us through the end of the year. When USDA approves our application, we will do a \$25M Line of Credit which has already been established and setup. We will pay off the \$800,000 which requires a full draw on day 1. There are no payments until we pay this off, with issuance costs of roughly \$4,000.

Moved by: Kent

Seconded by: Petty

Recommend to Common Council to approve the issuance of \$800,000 Interim Community Development Revenue Bonds by the Community Development Authority.

CARRIED (3 to 0)

2.m Lead Service Line Replacement Program

T. Pinion explained that this is a new program with low interest rates that will allow us to fund 57 lead service lines as well as the additional 40 private side lead service lines. We are asking for the entire amount for this program. To assist with the application, the bids, and administer the grant program, staff is recommending we hire Short Elliot Hendrickson (SEH). They have been involved in the last two applications submitted to the DNR. Lead Service Line is not part of the public improvement so we will end up bidding out a separate contract for Hwy 33. Because we cannot fund this through assessments, it will be loan agreements with the residents. It will be decided at a later date if the "soft costs" of administering these loans, such as this agreement, will be included in the loan agreement payments.

Moved by: Petty

Seconded by: Kent

Recommend to Common Council to approve contract for Professional Services for a new Lead Service Line Replacement Program.

CARRIED (3 to 0)

3. Information Items

An update on insurance claims will be presented at a later date.

4. Discussion Items

The 2025 Budget was not discussed. This will be included on a later agenda.

5. Adjournment

Moved by: Petty

Seconded by: Kent

That the meeting be adjourned at 6:45pm.

CARRIED (3 to 0)

Brenda M. Zeman, City Clerk

Minutes of the Public Safety Committee Meeting – October 30, 2023

Members Present: Tom Kolb, and David Olson, and John Ellington. **Others Present:** Mayor Rob Nelson, Interim City Administrator P. Cannon, Police Chief Sinden, Tom Pinion, Wade Peterson, Tony Gilman and Kris Denzer.

Call to Order – Chairman Tom Kolb called the meeting to order at 1:00 City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Ellington, seconded by Olson to approve the agenda as posted. Motion carried unanimously. It was moved by Olson, seconded by Ellington to approve the minutes of the September 25, 2023. Motion carried unanimously.

Public Invited To Speak (*Any citizen has the right to speak on any item of business that is on the agenda for this meeting if recognized by the presiding officer.*) – There were no speakers.

Action Items

- a. Consider modifying Section 7.14(3)(b) of the City Ordinances that prohibits parking near School grounds at certain times to reflect the change in dismissal time at the Baraboo Senior High School – Chief Sinden said that the high school now has a dismissal time of 3:30 instead of 3:05 and the current parking regulations is from 7:30 to 3:30. He said that he is asking for the parking regulation to be changed to 4:00 p.m. It was moved by Ellington, seconded by Olsen to forward to Council with a positive recommendation. Motion carried unanimously.
- b. Consider modifying Section 7.09(2)(i) of the City Ordinances that regulates angle parking on certain streets to reflect the changes made to the City's parking lot on the southeast corner of 5th Avenue and Birch Street – Pinion said that this is a new parking lots behind the Library, there are now two move driveways added onto 5th Avenue, one is an entrance and the other an exit. He said that the five angle parking stalls between the Al Ringling Brewery and Birch Street are gone; therefore, he is asking to change the ordinance from angle parking allowed on the south side from Broadway to Birch, to angle parking allowed from Broadway to 250' west of Broadway. It was moved by Olsen, seconded by Ellington to forward to Council with a positive recommendation. Motion carried unanimously.
- c. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for September 2023 - It was moved by Olsen, seconded by Ellington to approve the monthly billing adjustments/credits for September 2023. Motion carried unanimously.

Information Items

- a. STH 33 Reconstruction Project – Status Report – Pinion said that the first phase of this project is nearing completion. He said the contractor is doing final grading today and there will be three separate lifts of 2-inch asphalt applied on Wednesday, Thursday, and Friday, weather permitting. He said the road will likely remain closed through the 15th for striping to be done. He said the first block with the new twiddle will be that block that was reconstructed, and the contractors will be in on Wednesday to begin streetlight basins on that block.
- b. Seasonal Parking Regulations – Kolb said most complaints are the October 1 start date for alternate side parking. He said his explanation has always been that it is for leaf pickup; however, for the last three years the leaves have fallen late. Mayor Nelson said that the rationale is for the street sweepers to keep the leaves off the streets and out of the stormwater. Gilman said that some years the leaves will drop earlier and some are later. He said that he could not reasonably say to push it back to November 1st due to the leaves falling. He said that typically leaf pickup begins the second week in October through the middle of November. He feels that to extend it out two weeks would not be worth changing the ordinance. He said that the October 1st date doesn't benefit the leaf vac; however, it does the street sweeping. Sinden said years ago when alternative side parking started in November, the City received threats about the stormwater contamination. Sinden feels that people associate this practice with snow, so we just have to educate people that it is not only snow.
- c. Sidewalk Policy & Prospective New Sidewalk Construction Projects – Kolb said that this has been brought up in Council, it is felt that there should be a 3-year plan for sidewalk, same as the streets so citizens has more advance notice that sidewalks will be done. He said that if it doesn't happen then it doesn't. Olsen asked how many block are done per year. Pinion explained that it depends on whether the streets that are done in a year have sidewalk or not. He said if the streets that are reconstructed have sidewalks then the money is spent on a standalone sidewalk project. Mayor Nelson said that there has been some discussion about having a bicycle/pedestrian path committee to advise on bicycle and pedestrian issues. He said that if this would ever happen, it may be something they could take on, developing a long-term sidewalk plan. Kolb questioned the two duplexes that D. Mitchell built on Tuttle, it was his understanding that the sidewalk were to be installed

before occupancy. Pinion said that this refers to the ordinance stating that sidewalk were required in front of new houses if that block is scheduled for new sidewalks within in the next 3 years; however, in 2017 the ordinance was revised to remove that requirement that it had to be on a 3 year plan, therefore, they are required. Pinion said that Mitchell will be noticed that sidewalk have to be installed. Olsen asked how what streets are determined. Pinon explained the PASER rating procedure. Pinion said that \$50,000 doesn't go as far as in the past, so we only solicit bids for sidewalk replacement, the PW Department self performs the removal and restoration.

- d. Prospective Street Reconstruction Projects for 2024 & 2025 - Pinion said that the biggest project in 2025 will be Madison Street and Madison Avenue, from East to Draper. He said that reason for 2025 is due to it being used more in 2024 because of the Hwy. 33 detour. Pinion said that we do have an \$800,000 grant for this, and there is also utility work to be done as well. He said another candidate would be 14th Street in front of the hospital from Keith Street over to Jefferson. He said that in 2024, we are committed to doing Waldo Street from Parkside Avenue to Hager Street. He said that we will also be doing the block of Sauk Avenue from Moore Street to Hitchcock. Third Street, from Washington to Lincoln is another strong candidate for 2024. He said that sidewalk would be required on Third Street.

Reports

- a. **Utility Superintendent's Report**
- i. **Staffing Updates** – Remains the same.
 - ii. **Project Updates** – Peterson said that the Water Street CIPP case in place will start this week and go into the next two weeks. He said that the 27" sanitary sewer line will be slip lined because of some cracks and infiltration. He said that parts of Elizabeth will be closed for the next couple of weeks and on and off parts of Effinger will be closed so that they can discharge the bypass pumping into. He said that there are nine residents that will be affected. He said that the pipe has to cure for 30 hours so the residents will be unable to use their toilets and anything. Peterson said that they have all been noticed that we will put them up for one night to accommodate them, some of looked into it and some have not. Peterson said that Baker Tiller has been hired to reevaluate the sanitary sewer user fees, they are 98-99% complete. He said that they are looking at approximately a 7% increase for the sanitary sewer rates. He said that they have new debt coming for the sewer and the water from the Highway 33 project and this increase incorporates the proposed debt. He said they had a loan from 2006 that would be matured in 2026; however, they paid it off this morning. He said that they have a loan from 2018 and the new one for 2024, and that will all be incorporated in the rates. Peterson said that dead end fire hydrant flushing will begin Thursday or Friday of this week. Peterson said Maple Street and Ridge Street are done, there a few curb stops that have to be done yet. Olsen asked the status of the train trestle sewer pipe. Peterson said that he and Pinion went to the Railroad Commission meeting to present their case, the DOT and Railroad did not concur with their conclusions; however, they were surprised from the Railroad Commission, from our 1962 agreement said that they would not partake in forcing up to do anything. He said the DOT and Railroad will still come after the City. Pinion said that it is ultimately the railroad that wants it off, but they are also the ones that said that it could be put back on three separate occasions. Peterson said that it is not official yet, but the lead service line replacement program, the Utility may now qualify for a 25% principal forgiveness.
- b. **Street Superintendent's Report**
- i. **Staffing Updates** – Staffing remains the same.
 - ii. **Activity Report** – Gilman said that the 2023 alleys are complete, they ending up doing the eastern third of the library alley and passed on the eastern third of the post office alley. He said the carbon reduction lighting grant, we received a preliminary lighting design from a vendor, which any of the vendors will provide thinking we will purchase their project. He said we still have to get a preliminary lighting design engineered to meet grant requirements, which Pinion is working on. Gilman said it will be a nice project, it is approximately a \$2,000,000 project with approximately 80% of the grant being refunded back to the City through the Federal Government. He said that the recycling/refuse RFP is ready to go out. He said that 2023 equipment is all scheduled to arrive by the first of 2024. He said that we have serious capital equipment scheduled in the 2024, 2025, and 2026 budget.
- c. **Police Chief's Report**
- i. **Staffing Updates** – Sinden said that he is pleased to announce that they had 12 applicants apply, no of which have completed the academy. He said that we have done the interview process and are now in the background phase, and nine individuals are moving forward in process.
 - ii. **Case/Response Update** – He said that the department is working on the Holiday Light Parade preparation. He said that they are also in process of working on the very preliminary 2024 Circus Parade. Sinden said on the overall call level,

there were 6,720 calls last year, and 6,582 this year, approximately a 2% increase, which is relatively flat. Sinden said that the department is 35 % down in use of force in 2023 than 2022.

AJOURNMENT – There being no further business, Kolb declared the meeting adjourned at 1:57 p.m.

Respectfully submitted,

Tom Kolb, Chairman